

CHAPTER 5

SHIPMENTS, ISSUES, AND RECEIPTS

A. SHIPMENT NOTICES

1. CONUS

a. Tanker, Barge, and Pipeline Shipments. For shipments with **acceptance** at FOB destination, DFRs shall provide delivery notice and data to QSRS and DFSPS.

b. Rail Shipments. Refineries (by contract terms) and area DFSPS shall **notify** base-level DFSPS by message or phone when product is released to the carrier with the following data: date of shipment, grade of product, car numbers, seal serial numbers, bill-of-lading numbers, and quantity. Message notice is not required if advance copies of the shipping document arrive at the base in sufficient time for personnel to make proper plans for receipt of the tank cars.

2. Overseas. DFSC shall notify the SAPO and unit commands of shipments slated overseas through the weekly tanker arrival schedules or direct message when shipments originate outside the SAPO area.

B. SHIPMENT AND RECEIPT DOCUMENTS

1. DD Forms 250 and 250-1: DD Form 250, Material Inspection and Receiving Report and DD Form 250-1, Tanker/Barge-Material Inspection and Receiving Report.

a. DD Form 250 is used to document **receipts** of contractor shipments of DLA-owned bulk fuel via over-land transport or pipeline to DFSPs. DD Form 250-1 is used to document shipments and receipts of bulk fuel transported by ocean tankers and barges. Standard instructions for processing DD Forms 250/250-1 are provided in volume V, appendix A28 of this manual. See volume V, appendices A29 - A32 of this manual for samples of the documents.

b. **DFAMS** transactions are used to confirm shipments documented on DD Form 250. Shipments under DFSC contracts are paid by DFAS-CO/DFSC-RF based on **contractor** invoices and DFAMS P20 or P30 **transaction** data. Thus, it is essential that shipment and receipt transactions are complete and promptly input to DFAMS data bank. For FOB destination deliveries, consignees will retain DD Forms

destination deliveries, consignees will retain DD Forms 250/250-1 for 6 years after the contract expiration date (DFARS, Appendix F).

c. Upon discharging ocean **tankers/barges**, receiver completing DD Form 250-1 will assure that the order number indicated on the document is properly entered in block 10. This number is subsequently used for stock fund accounting and verifying quantity in **transit**.

d. When ocean tankers or **barge** cargoes are discharged at two or more DFSPS, total loss or gain of product is calculated at the final discharge point. Quantities discharged at intermediate points will be entered in the "discharge" column, DD Form 250-1 adjusted to 60°F (or 15°C when metric is used). No loss or gain will be **indicated** for the intermediate points. DFSPS at intermediate discharge points will promptly advise the **final** discharge point by message of quantity received (in advance of mailing documents in order to **expedite** loss or gain calculation, see volume V, appendix A28 of this manual). The final discharge port shall submit SF 361- Transportation Discrepancy Report and investigative data on excessive intransit losses or gains of product, if required.

e. DLA-owned product issued by MSC tankers to ships at sea will be accounted for as intransit inventory by "cargo number." Such issues will be reported to **DFSC-OI** by MSC report 4020-4. **DFSC-OI** shall record the cargo diversion and receipt.

2. DD Form 1348-7. DoD MILSPETS Single Line Item Requisition/Release/Receipt Document is used to document DoD issues, returns, and sales (i.e., shipments between the Military Services, DFSP to DFSP shipments); and issues to **non-DoD** units under bilateral agreements. See volume V, appendix A24/A25 of this manual for preparation instructions. If DD Form 1348-7 is not available, DD Form 1348-1 may be used.

3. DD Form 1149. Requisition & Invoice/Shipping Document may be used by Navy operated DFSPS to document issues to **afloat** and ashore units when the point of **sale** or issue is in the DFSP complex. However, DD Form 250-1 will be used to document shipments by tanker or barge when the quantity loaded

at the origin point is determined by shore tank gauging and the quantity discharged is determined by gauging at the receiving unit.

4. Distribution of DD Forms 250, 250-1, and 1348-7 DD Forms 250 and 250-1 will be distributed IAW instructions provided in volume V, appendix A2S of this manual. For receipts via commercial pipelines in CONUS, the receiving DFSP will ensure that pipeline companies are provided three signed copies of the DD Form 250. DD Form 1348-7 will be distributed as required locally.

C. DELIVERY HOURS. Contractors and DFSPs shall schedule tank truck deliveries to arrive at receiving locations during normal duty hours. However, when it is not feasible to receive monthly pro-rata quantities of product from contractual sources during the time limitation imposed by restricting deliveries to normal duty hours, it will be incumbent upon the receiving unit to make all necessary arrangements to receive product during other than norms] duty hours.

D. COMMON RECEIPT PRACTICES

1. Quantity Verification

a. Verifying receipts are discussed in section E., below. Discrepancies in product quality/quantity will be researched/reported per instructions in section E., below, and chapter IO, subsection D.5. of this volume. SF 361 (TDR) will be submitted IAW DLAR 4500.15 / AR55-38 / NAVSUPINST 461 O.33C I AFR75-1 8 / MCO P4610.19D, Reporting Shipment Discrepancies.

b. Quantity discrepancies which indicate fraud, theft, or gross negligence will be promptly investigated by the receiving unit; product will be unloaded at GOGO DFSPS only when the Responsible Officer (RO) or local commander so directs.

c. See subsection F.2., below, for quality discrepancies.

2. Contract Terms. Contracts usually allow 10 percent variance between quantity ordered and quantity shipped to compensate for loading and handling conditions. When multiple orders are placed and variances up to 10 percent occur between quantity shipped and accepted, subsequent orders may have to be adjusted accordingly.

3. DD Form 250

a. Indicate the quantity received on this document. If the quantity received is the same as the quantity shipped, circle the quantity received. If the quantity received is different from the quantity shipped, write in the quantity received and encircle.

b. For contract bulletin products, payment is based on the accepted net quantity received providing it is consistent with the contract terms. (i.e., quantity shipped is considered quantity received). The quantity accepted on DD Form 250 by the receiver shall be the quantity which is acceptable per the contract terms; it may differ from the actual quantity received - if it is, record the actual quantity received on the DD Form 250 copy filed at the receiving unit with a note explaining the variance for internal inventory control.

4. Fuel Additive Transactions. Additives shall be injected prior to the base level tankage receiving the fuel (see chapter 4, section G. of this volume).

a. Receipts of additives, other than BULK FSII, will be processed as a separate product and expensed upon delivery. Activities will maintain local accountability of the additives.

b. Bulk FSII

(1) Receipts FSH by Tank Truck/Car. There are two types of FSII currently used in aviation fuel; however, use of Ethylene Glycol Monomethyl Ether (EGME) is being phased out. To ensure the correct FSII has been injected and received, a specific gravity determination will be performed prior to acceptance or discharge. Use the following table to verify the specific gravity (at 20 °C/68°F) indicated on the shipping document:

<u>FUEL GRADE</u>	<u>TYPE FSII</u>	<u>REWIRED SPECIFIC GRAVITY</u>
JP4/JP8	Ethylene Glycol Monomethyl Ether (EGME) MIL-I-27686 (inventory being phased out)	0.96
JP4/JP5/JP8	DiEthylene Glycol Monomethyl Ether (DiEGME) MIL-I-85470 (AS) (high flash point)	1.02

(2) A DD Form 1348-8, DoD MILSPETS DFSP Inventory Accounting Document, will be used to show the quantity injected. The additive quantity will be processed as a downgrade/conversion with an

increase in fuel inventory. Quantities injected shall be reported in whole gallons. Fractions of a gallon will be accumulated by a memo record until such time as a whole gallon can be reported. (For example: 1.5 gallons injected is reported as 1 gallon with a memo record of 0.5 gallon.)

E. DETERMINING RECEIPT QUANTITIES. The instructions in this section apply to receipts from DFSPS. When receipt is from a contract source, the instructions in this section will serve as guidance only; the terms of the contract shall be followed for quantity determination.

1. Deliveries by Tank Truck/Tank Wagon(TT/TW)

a. FOB Origin. As prescribed by DFSC contract clause F1 .09, for product deliveries at the contractor refinery or terminal on an FOB origin basis, the quantity shall be determined (at the contractor's option) on the basis of: (1) Certified capacity tables of TT/TW loaded; or; (2) Calibrated meter; or; (3) Weight, using calibrated scales. A Government representative may be present to witness the measurement of quantity. Volume correction to 60°F (or 15°C) is required for all deliveries.

b. FOB Destination. When the shipping activity is a DFSP and a temperature compensating meter was used to determine the net quantity at the shipping DFSP, the RO must use method subparagraph E. 1 b(1)(c), below.

(1) Methods. Gauging inventories at storage tanks is the preferred method. Nevertheless, quantity shall be determined by one of the following methods (re: DFSC contract clause F1 .09):

(a) Contractors/DFSPs shall provide delivery equipment that enables the receiver and contractor carrier to determine quantity at destination in the TT/TW by one of the following:

1 Calibrated meters (this option must be used when environmental restrictions prohibit the opening of dome hatches prior to, during or after off-loading); or

2 Certified capacity tables. The tables must be made available at the time of delivery:
or

3 Certified tank calibration

markers. Certified tank calibration markers will not be accepted unless the TT/TW is full to the marker and the entire quantity is off-loaded at the receiving activity. This method may not be used for deliveries to Army receiving activities.

(b) Contractors/ROs at shipping and receiving DFSPS may mutually agree in writing to determine quantity by inventories of the receiving tank(s) just prior to and after delivery. For each contract line item under this method, contractors are required by contract to submit one copy of the written mutual agreement to DFAS-CO/DFSC-RF.

(c) Contractors/ROs at shipping and receiving DFSPs may mutually agree in writing to accept the net quantity determined at the loading point (using a calibrated loading rack meter or calibrated scale) as the quantity received providing the requirements below are met. When the shipping activity is a DFSP and a temperature compensating meter was used to determine the net quantity at the shipping DFSP, the RO must accept the net quantity shipped as the quantity received providing the requirements below are met (no written agreement is required).

1 For each contract line item under this method, the contractor must have submitted one copy of the written mutual agreement to DFAS-CO/DFSC-RF as required by the contract.

2 The quantity is mechanically printed on the loading rack meter ticket that is generated by the loading rack meter. The loading rack meter ticket must contain whatever additional data the receiver specified when they agreed to use this method.

3 The quantity will be accepted only if the TT/TW is sealed at the loading point with serially numbered seals, seal numbers are recorded on the meter ticket at the loading point, all seals are intact upon arrival at the receiving unit, and contractor/RO certifies in writing that the TT/TW was sealed at the loading point.

4 If this method is being used, the RO at the receiving activity reserves the right to determine the quantity received in gallons at 60°F (or liters at 15°C) at any time and by any valid means available. If the difference between the quantity determined at the loading point and the quantity determined by the receiver exceeds 0.5% of the quantity

determined at the loading point or if the difference is attributed to a source other than measurement techniques, the net quantity determined by the receiver will be the quantity received.

(d) In any case (option), the RO at the receiving activity may determine quantity at the receiving unit using calibrated scales or by calibrated meter on the receiving tank system.

c. Receiver shall inspect or verify the following (These procedures also apply to **intermodal** tank container shipments. See subsection E. 3., below):

(1) TT/TW domes and outlets are properly sealed; seals do not show evidence of tampering and the numbers match the seal numbers on the shipping document.

(2) Product sample appears to be the product ordered and shown on the shipping document by visual examination. However, fuel may be tested for quality; such tests will be done locally unless quality of product is in doubt and complete testing capability is not available, the inspector shall then request outside assistance.

(3) Capacity markers show no evidence of tampering (which may indicate pilferage) and quantity shown on the shipping document does not exceed the volume capacity of the **tank** truck or car.

(4) Deliveries must be free of all water bottoms prior to discharge; the contractor is responsible for removal/disposal of the water.

2. Deliveries by Rail Tank Car

a. FOB Origin. As prescribed by DFSC contract clause F 1.09, product which requires delivery at the contractor refinery/terminal on an FOB origin basis, the quantity shall be determined (at the contractor's option) on the basis of:

(1) calibrated meter; or

(2) weight, using calibrated scales; or

(3) the certified capacity table for the rail tank car. The Government has the right to have a representative present to witness the measurement of quantity.

b. FOB Destination. Quantity of product supplied under FOB destination contracts shall be determined (at the Government's option) on the basis

of:

(1) the certified capacity table of the rail tank car received; or

(2) weight, using calibrated scales; or

(3) calibrated meter. The contractor has the right to have a representative present to witness the delivery and **measurement** of quantity.

3. Deliveries by Intermodal Tank Container. For **intermodal tank container shipments/receipts** from a contractor, the net quantity shipped is determined by weight. **Intermodal** tank containers are sealed containers with domes and outlets that seal the **same** as a tank truck; therefore, prior to **intermodal** tank container receipts into shore tanks, the container shall be checked (see paragraph E.1.c., above).

4. Deliveries by Ocean Tanker, Barge, and Pipeline (PL)

a. FOB Origin. Quantity shall be determined (at the contractor's option) on the basis of: (1) shore **tank/** shipping tank measurements, or (2) calibrated meter. A Government representative may be present to witness the **measurement** of quantity.

b. FOB Destination. Quantity shall be determined (at the Government's option) on the basis of receiving (shore) tank measurements or calibrated meter if facility is so equipped. A contractor representative may be present to witness the delivery/measurement of quantity.

c. FOB Vessel by Tanker/Barge. For product deliveries of ships' bunkers, the quantity received will be determined (at the contractor's option) on the basis of: (1) origin shore tank measurements, or (2) by calibrated meter if contractor facility is so equipped. When the vessel is unable to receive any or all of the delivery, the contractor is required to immediately notify the DFSC Contracting **Officer** of the circumstances and provide documentation to substantiate the quantity and location where excess product has been off-loaded. A Government representative may be present (in both cases) to witness the measurement of quantity and to verify off-load figures,

d. FOB Vessel by Pipeline. Product deliveries by PL or from contractor's marine service station where product is for vessel's use as **distinguished** from the vessel cargo, **quantity** shall be determined (at the contractor's option) on the basis of: (1) shore tank

measurements, or (2) by calibrated meter if contractor facility is so equipped. A Government representative may be present to witness the measurement of quantity.

e. FOB Junction by Pipeline. Product deliveries FOB junction of contractor-owned or controlled PL and Government-owned or controlled pipeline, quantity shall be determined (at the **Government's** option) on the basis of: (1) calibrated meter; or (2) shipping tank measurements. Pipeline between shipping tank and FOB point shall be **full** at the time of tank gauging. A contractor representative may be present to witness the delivery and measurement of quantity.

f. Alternate Methods. The quantity **determination** practice discussed in the paragraph E.5.e., may be disregarded, when:

(1) Government agreements or contracts with a PL company stipulate that quantity **determination** will be based on PL meters with appropriate correction for temperature or by temperature **compensating** meters.

(2) It is determined by DFSC in coordination with the Military Services that product discharged by tankers and barges can be **more** accurately measured by the vessel gauges than by other means.

(3) The quantity shipped by pipeline is accepted by the receiving location as the receipt quantity (meter reading accepted).

F. DETERMINING ISSUE QUANTITIES AT DFSPS

1. Issues less than 3,500 gallons (13,250 liters) may be determined on an actual volume basis (gross quantity) without correction for temperature. Issues of product which have been artificially heated will be adjusted to quantity at 60°F, (or 15°C) regardless of amount. Locations in geographical areas where ambient temperatures are either constantly above or below 60°F (or 15°C) may elect and are authorized to adjust all measured volumes of **Government-owned** products to 60°F (or 15°C). When a decision is made to adjust measured volumes of Government-owned product to 60°F (or 15°C), DFSC-O will be advised.

2. If temperature compensating meters are available, issues of 3,500 gallons (13,250 liters) or more **will** be determined with correction for

temperature netted to 60°F (or 15°C).

3. For tank **truck/car** shipments, the quantity loaded will be measured by either: (1) meter, (2) gauging the conveyance, (3) certified markers (not applicable at Army units), or (4) weighing the conveyance before and after loading.

4. The tempo of terminal operations, size of issues, or restrictive pipeline alignment during simultaneous operations may cause tank gauging to be impractical. Therefore, local commanders may install meters for issuing product in small quantities and when one tank is feeding more than one customer simultaneously; operating procedures and training personnel are **mandatory** and will be in place concurrent with such cases. Meters are authorized for issuing DLA-owned product to customers via **intermediary** means, such as yard oilers (**YO/YON**) and barges. To ensure inventory accuracy, only approved and certified meters will be used and must be calibrated semiannually IAW API standards. DFSPS lacking the capability to calibrate and **certify** meters shall use the tank gauging method in measuring the quantity issued.

5. When meters are used to measure the quantity of fuel issued, enter one of the following "notes" on the shipping document

a. "Note: Meters **used to measure the quantity.**"

b. "Note: **Temperature compensated meters used to measure the quantity.**"

G. MEASUREMENT AND TEMPERATURE CORRECTION (VOLUME CORRECTION)

1. Volume Correction. The procedures in appendix G will be used in determining volume at 60°F (or 15°C) unless contracts, tariffs, or similar agreements **specify** otherwise. Volume correction to gallons at 60°F or liters at 15°C) is required for

a. All product volumes measured in storage tanks.

b. Chemicals, residual fuels, and lubricating oils measured in **TT/TWs**. For this purpose, residual fuels are products with a viscosity equal to or greater than a regular (not light) No. 4 Fuel Oil (ASTM D 396).

c. All other volumes of **fuels** and fuel oils in

TT/TW in excess of 3,500 gallons (13,250 liters), unless not required per contract bulletins.

d. **When** using temperature **compensating** meters, input the API gravity (density at 15°C) into the meter, meter reading quantity will then be automatically adjusted to 60°F (15°C).

2. **Measurement procedures.** Tank gauging, calculations metric conversion, and other measurement procedures are discussed in appendix A of this volume.

3. **Metric System.** Federal Agencies are required to use metric to the extent economically feasible and practical. The existing DFAMS **inventory** system can not accommodate metric units. Until that system is modified or **replaced** it is not practical to report quantities in metric units. However, metric must be used where practical and economically feasible. All new and revised publications shall contain metric units. All new systems, equipment and measuring devices shall be capable of accommodating the metric system. In order to produce consistent results when converting quantities to customary units for entry into DFAMS, the standard conversion procedures provided in appendix A of this volume shall be used by the DoD fuel community.

H. SHIPPING AND RECEIPT DISCREPANCIES

1. Quantity and Condition Discrepancies

a. Breach or infraction of any delivery conditions outlined in section E., above, **notify** the **DFR**.

b. Quantity received differs from the quantity shipped by more than one-half of one percent (for any mode of shipment), see chapter 10, section D of this volume.

c. For product not received due to accident, spillage, etc., a zero quantity receipt will be processed. **DFSC-OSI** will provide assistance in resolving problems encountered processing **DFAMS** receipt transactions.

2. **Quality Discrepancies.** **DFSPs** shall report all quality discrepancies IAW joint DLAR 4155.24/ AR 702-F / SECNAVINST 4855.5/ AFR 74-6/ **MCO** 4855. 5F, Product Quality Deficiency Report Program.

a. For FOB destination shipments. If product

is found to be nonconforming to contractual requirements prior to acceptance, the product will be rejected. The receiving QR shall **notify** the origin **QR**, the DFR responsible for the receipt location and **DFSC**. **DFSC**, in coordination with the **DFR**, will advise action to be taken.

b. If prior to discharging **tankers/barges**, Government-owned product is found to fail intra-governmental receipt limit, the **DFR/DFSC** will be notified immediately. Reporting will be in accordance with chapter 7, section H., of this volume. **DFSC-Q** shall provide disposition instructions.

c. If after receipt, product is found to be **off-specification** the receiving QR shall promptly **notify** the origin QR responsible for the shipment, the DFR responsible for the receipt location and **DFSC-Q**. Quality discrepancies found during the receipt inspection will be **annotated** on the shipping document and bill of lading. The receiving QR shall ensure an investigation is initiated. The off-specification product will be reported in accordance with chapter 7, section G., of this volume.

d. TTs, TCS, and **intermodal** tank containers received with apparent seal tampering (seals bent or numbers do not match the shipping document) or other reasons to suspect product may be contaminated, take the following actions:

(1) Do not unload product. Promptly **notify** the QAR and shipper or earner **agent**; await QAR instructions (sample tests, etc.), Note the quality problem on the bill of lading and shipping document.

(2) If product is unacceptable, promptly **notify** the QAR by phone. If the quality problem cannot be fixed, the tank **truck/car** and intermodal tank container product will normally be returned to the refinery or **DFSP**. For DLA-owned stock, every effort will be made to transfer the product into isolated storage. Prior to rejection, however, approval will be obtained from the unit which issued the GBL or CBL.

(3) Initiate SF 361- Transportation Discrepancy **Report**, or SF 368, Product Quality Deficiency Report, with exhibits attached (shipping documents, etc.). Mail SFS 361 to DFRs in CONUS or the **SAPO/DFR** overseas who arranged the transportation. Mail the SFS 368 through command channels to **DFSC-Q**.

(4) Correct receipt transactions recorded in DFAMS, as required; ask **DFSC-OS** for assistance if

needed. Note, corrected transactions will generate automated billing adjustments in the subsequent billing cycle; if adjustments do not appear, **notify DFAS-CO/DFSC-RF** of the problem. DFAS-CO/DFSC-RF will **research** and **resolve** or reconcile the discrepancy and inform the activity of actions taken.

e. Rejected shipments from DFSPS: customer **rejects/returns** of product to DFSPS will be processed as follows:

(1) DD Form 1348-7 shipping document will be noted "Returned for Credit" with the reason why.

(2) The DFSP shall assign a new document number for the returned shipment and process a P39 transaction.

(3) The return for credit and issue will be processed in the month the transaction occurred. TDR on rejected shipment will be prepared by the customer in accordance with chapter 10, section J. of this volume.

I. ISSUES BY MSC-CONTROLLED TANKERS AT SEA

1. Issues to Naw Fleet Oilers/Operational Shim

a. CONSOL (consolidated) - replenish fleet oilers at sea,

b. UNREP (underway replenishment) - refuel ships at sea.

c. Request. Supply **officers** (receiving ship) will request fuel from MSC tankers by verbal or DD Form 1149 requisition, when verbal, the "document number" of the DD Form 1149 will be included.

d. Quantity Transfer. Masters of MSC tankers will advise the receiving ship of the product/quantity discharged; quantity will be determined by **ullage** readings and product temperature and as mutually agreed upon by the two parties. Disagreements will be resolved by accepting MSC tanker **ullage** readings.

e. Discharge Report. MSC tankers will transmit an MSC 4020-4 discharge report IAW OPNAVINST 4020.22A and MSC instructions. Report is used by DFSC-OS as the **confirming** document for DFAMS; it is used for billing data, automated cargo close-out actions, and resolving questions related to

product accountability. Report will include:

(1) Quantity in barrels to two decimal places.

(2) Document number (from DD Form 1149) in remarks. Note, the document number is a key element in the supply transaction; it identifies the fleet oiler/ship by DoDAAC, records the requisition and receipt data for DFAMS inventory and billing transactions.

(3) Rendezvous awaiting time.

(4) Duration of discharge time.

(5) Remarks: Indicate that the CONSOL or UNREP is the final point of discharge (when applicable).

f. Product Returns. If product remains on MSC tankers upon return to a source point, **DFSC-OS** will provide the loading QR and receivers of the next cargo with such **data/accounting** instructions.

g. Inventory Losses. Reports of excessive losses will be investigated as directed by **DFSC-OS**. Losses resulting from split discharges will be reconciled by the receiver (ship, DFSP, or military installation) receiving the final discharge. If the **UNREP** ship is the final discharge point, the MSC 4020-4 report will indicate this in remarks.

h. Funding. Funding and reimbursement responsibility for MSC tanker activity is discussed in Chapter 6, section I of this volume.

2. Issues to Other Than U.S. Naw ShitIs. Supply procedures in section G. 1., above, apply except for the DD Form 1149 data discussed in paragraph G. 1.c., above. Masters of MSC tankers involved in such transactions will provide **DFSC-OS** document number, supplemental address, and signal and fired code upon request.

3. MSC Tankers in Direct Support of U.S. Navy Fleet

a. MSC tankers which operate on long-term assignment (excess of one voyage) in direct support of Navy Fleet Commanders are under the same procedures for USN fleet oilers. Product **will be Navy-owned**; related transportation costs will be funded by the U.S. Navy.

b. **Floating** storage DFSPS discussed in chapter 9, section D. of this volume.

c. **Procedures** for MSC tankers operating in direct fleet support roles (**Charger Log IV - Scheduled UNREP**) areas follows:

(1) Fleet commanders will submit requirements to **DFSC-OI** within the timeframe in which support is required. **Notify DFSC-OI** at least 20 days prior to the required support date.

(2) DFSC shall provide product from contract sources by appropriate ordering office preparing DD Form 1155 or from DFSPS.

(3) COMSC will nominate tanker and position it to receive fuel being supplied by DFSC.

(4) The provisions of subsection G. 1., above, apply to tanker issues to U.S. Navy fleet oilers/ships.

(5) Funding and reimbursement responsibility for MSC tanker activity is discussed in chapter 6, section I. of this volume.

J. DoD AIRCRAFT REFUELING IDENTAPLATES

1. **DD Form 1896, Jet Fuel Identaplate, and DD Form 1897. AVGAS Identaplate,** are military aviation fuel cards used to purchase fuel/oil when transiting at another Military Service or commercial into-plane location. All DoD Components will assure that DoD aircraft, refueling at locations which result in inter-service billing, use DD Forms 1896 and 1897 for recording these transactions. The Military Services and Federal Agencies shall emboss **identaplates**; see volume V, appendices A33, A34, and A35 of this manual for instructions and data guidelines. **Non-DoD Federal aircraft** also carry DD Forms 1896/1897 which are used at DoD bases (sample of such **identaplates** is shown in volume V, appendix A36 of this manual). **Identaplates** may be used to record fuel issues on military documents.

2. Blank **identaplates** will be procured by the Military Services and Federal Agencies with the following specifications:

a. **White** for jet fuel; **purple** for aviation gasoline.

b. Standard A size (length 3 3/8 inches, width 2 1/8 inches, and thickness 0.025 inches).

K. AIRCRAFT REFUELING AT INTO-PLANE CONTRACT LOCATIONS

1, DFSC shall furnish contractors with station plates for imprinters and AVFUELS Into-Plane Contract Sales Slips. Contractors are required to **furnish** their own imprinters. In isolated cases, DFSC may provide a contractor with an imprinter until the contractor can obtain **his/her** own.

2. At least one crew member will be present during servicing to ensure that **refueling** is done properly and to **verify** the quantity.

3. The pilot (or authorized representative) shall (a) ensure that charges for product are accurately recorded and (b) hand **DD Form 1896** (white) or **DD Form 1897** (purple) to the refueling operator for imprinting the sales data on **DD Form 1898, AVFUELS Into-Plane Sales Slip**. NOTE: Under no circumstances will a commercial oil company credit card be used to record credit or to imprint data on the **DD Form 1898**. See volume V, appendices A37 and A38 for authenticating instructions and completed sample of **DD Form 1898**.

L. AIRCRAFT REFUELING AT MILITARY BASES

1. The Military Services shall ensure that DoD **identaplates** are available on each aircraft for each **refueling**.

2. The Military Services will document **inter-service aviation fuel** sales on **DD Form 1898**. A copy of completed DD Form 1898 will be signed by an aircraft crew member to acknowledge receipt of product.

M. INTO-PLANE ISSUES AND DEFUEL TRANSACTIONS AT DFSPS

1. **Single Transactions.** Single into-plane issues and **defuel transactions** at DFSPS are documented and reported as follows:

a, Transactions are documented on **DD Form 1898** as imprinted by the **identaplate** of the aircraft being serviced.

b. DFSPS will report a P2A for issues or a P2B for **defuel** transactions to DFAMS for each completed **DD Form 1898** (see volume V, appendix B19 of this

manual for P2A/P2B entry instructions).

2. **Multiple Transactions.** Issues and defuels may be summarized at GOGO/GOCO DFSPs, which regularly service locally based aircraft of their own Semite such as Navy aircraft based at DFSPS Keflavik and Diego Garcia.

a. **Daily Reports.** Multiple same day issues and defuels to a single aircraft may be summarized daily on a single DI P2A/P2B. The total quantity reported on the P2A/P2B transaction must equal the sum of the respective DD Form 1898 quantities.

b. **Weekly Reports.** As of 0800 local time each Friday and on the last day of the month, DFSPS shall summarize DD Forms 1898 for each NSN and prepare a single DD Form 1348-7 for the total amount as a sale to a designated account (e.g., Navy). DFSPS shall report a shipment transaction (P21) for each consolidated DD Form 1348-7 (see volume V, appendix B 14 of this manual for entry instructions). DFSP ROS shall enter the document number, SUPAAC, and signal/fund code data on the DFSP shipment transactions. A copy of each consolidated DD Form 1348-7 with associated DD Forms 1898 will be retained by the DFSP RO to document accountable records.

N. **LOCAL ISSUES OF GROUND FUEL AT DFSPs.** Such issues are documented on DD Form 1348-7 and reported as a DFSP shipment transaction (P2 1) using management indicator A (local sale) and mode of shipment code 9 "" (local issue). However, factors such as personnel strength, support method, issue volume and frequency, and location permit DFSPS to select the documentation method and reporting frequency that is most practical for their control. Such authorized documentation methods and reporting frequencies, as determined by SCPs, are as follows:

1. Each issue is documented and reported as a single transaction on DD Form 1348-7 (P2 1).

2. Several issues maybe consolidated, documented, and reported as a single transaction, providing the following data is the same: NSN, document number, SUPADD, signal code, and fund code on DD Form 1348-7 (P2 1). DFSPS may consolidate such issues daily or weekty as of 0800 local time each Friday and on the last day of the month.

3. DFSPS that consolidate issues must use daily logs signed by drivers/plant managers which record each issue and delivery to the customer (vehicle,

equipment, heating plant, generating plant, etc.). The logs will include product code, quantity, date, time, vehicle number, plant or site identification, etc.

4. Local units regularly supplied with DLA-owned ground fuel by DFSPS are required to apply for a DoDAAC; this will facilitate the requisition and direct billing (customers) process and avoid intraservice re-billing/accounting. See DoD 4000.25-6-M, DoDAAD.

5. Direct sales of DLA-owned fuel to non-appropriated funds and welfare recipients are not authorized. Guidance for sales of Military Service-owned fuel to such recipients are provided in chapter 10 this volume.

O. DEFENSE FUEL AUTOMATED MANAGEMENT SYSTEM (DFAMS) REPORTING

1. Supply transactions are reported in DFAMS by DFRs, DFSPS, and DICPs approved by DFSC-O.

2. Free-On-Board (FOB) Origin Contractor Shipments

a. **CONUS.** For tanker shipments, DFSC shall input a P20 contractor shipment transaction upon receipt of DD Form 250-1. If DD Form 250-1 is not timely received for the P20 input, data maybe obtained from sources such as the daily/weekly lift schedule, MSC 4020-3 Tanker Load Report, or by phone. Data received from such sources will be verified and the P20 corrected, if needed. For barge, tank truck, tank car, and pipeline shipments, the QAR who accepts the product will ensure that the DFR is provided a copy of the signed DD Form 250/250-1. If the mailing time of the DD 250/250-1 exceeds 72 hours, mail the documents and promptly provide the following data via phone, FAX, or TWX/TELEX:

(1) product code and National Stock Number

(2) quantity shipped

(3) date shipped

(4) contract number

(5) contract line item number

(6) document number and SUPADD

(7) date commenced loading/pumping

- (8) bill of lading number
- (9) delivery order number
- (10) **final** shipment indicator
- (11) mode of shipment

NOTE: DFRs will then input a P20 contractor shipment transaction. The **DD** Form 250/250-1 will be retained by the DFR for audit purposes.

b. Overseas. Overseas DFRs shall function like CONUS DFRs in reporting FOB origin contractor shipments as indicated above; P20 contractor shipment transactions will be **transmitted** to **DFSPs** via AUTODIN and error corrections will be made as required. Activities with DFAMS access **shall** enter all transactions to expedite DFAMS update.